



Request for Transcripts

PLEASE NOTE: If you attended the *Moorhead, Detroit Lakes or Wadena* campus, you must request your transcripts through Minnesota State Community & Technical College www.minnesota.edu If you attended the *East Grand Forks* campus, you must request your transcripts from Northland Community & Technical College at www.northlandcollege.edu.

NTC does not fax transcripts, either official or unofficial. Official transcripts will not be sent for learners who have an outstanding account with the college.

_____ Official Transcript
(# of copies)

_____ Unofficial Transcript
(# of copies)

Please provide the requested contact information to facilitate processing:

First Name: _____

Last Name: _____

Signature: _____

*Student tech ID or SS#: _____ Date: _____

Name when attending (if different from above): _____

Street Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Home Phone: _____

Work Phone: _____

E-mail: _____

Program Attended: _____

Did you graduate?: _____ yes _____ no

Year(s) Attended NTC: _____

Please provide complete information where transcripts are to be sent:

Institution/Organization _____

Attention/Department _____

Address _____

City, State, Zip _____

Official requests require a signature—please mail this request with payment to:

Records Office - Transcript Request

Northwest Technical College

905 Grant Avenue SE

Bemidji, MN 56601

* **Note:** The College is asking you to provide information that includes private information under the Minnesota Government Practices Act (MGDPA). The College is requesting this information to be able to correctly identify your records. You are not legally required to provide the information the College is requesting and may refuse to provide it; however, the College may then not be able to provide you with the correct transcript. Only the Registrar (or designee) will receive and use this completed form.

The most current documentation is electronic, therefore please discard printed copy after 24 hours.			Print Date: 03/18/09 12:48 PM
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